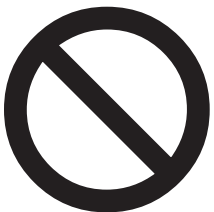
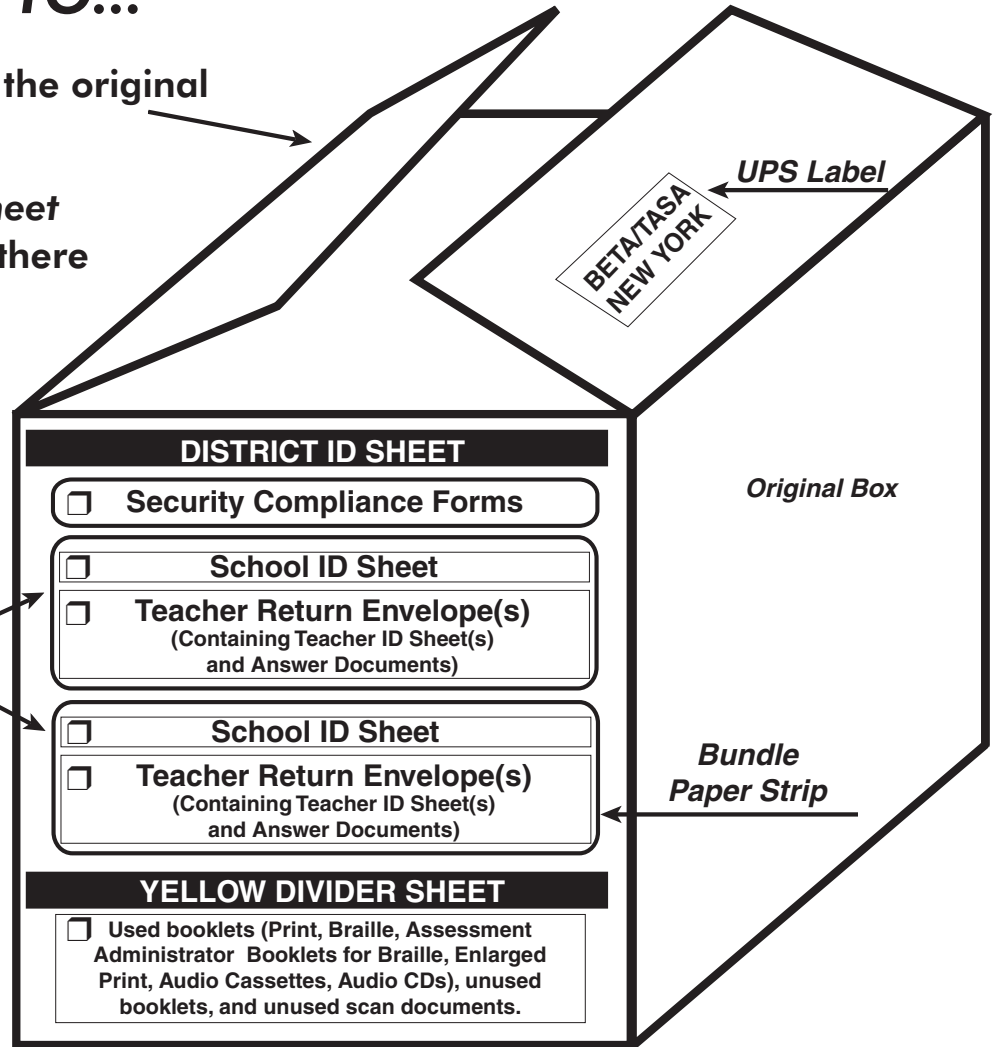


PLEASE REMEMBER TO...

- ☐ Affix the UPS RS Label onto the original shipping box.
- ☐ Complete your *District ID Sheet* and put it in box "1 of X" if there are multiple boxes.
- ☐ Collect completed *Security Compliance Forms*.
- ☐ Place *School ID Sheets* on top of *Teacher Return Envelopes* and bundle with paper strips. Group by school - there can be more than one group per box.
- ☐ Place the yellow divider sheet below documents that must be scanned and scored.
- ☐ Place all used booklets, unused booklets, and unused scan documents below the yellow divider sheet.
- ☐ **IMPORTANT:** Please do NOT return Science Pilot materials with this shipment. Refer to the *MI-Access Science Pilot Coordinator and Assessment Administrator Manual* for return shipment instructions for the Science Pilot.



NO staples, rubber bands, paper clips, or foam

DO NOT RETURN MANUALS OR RULERS